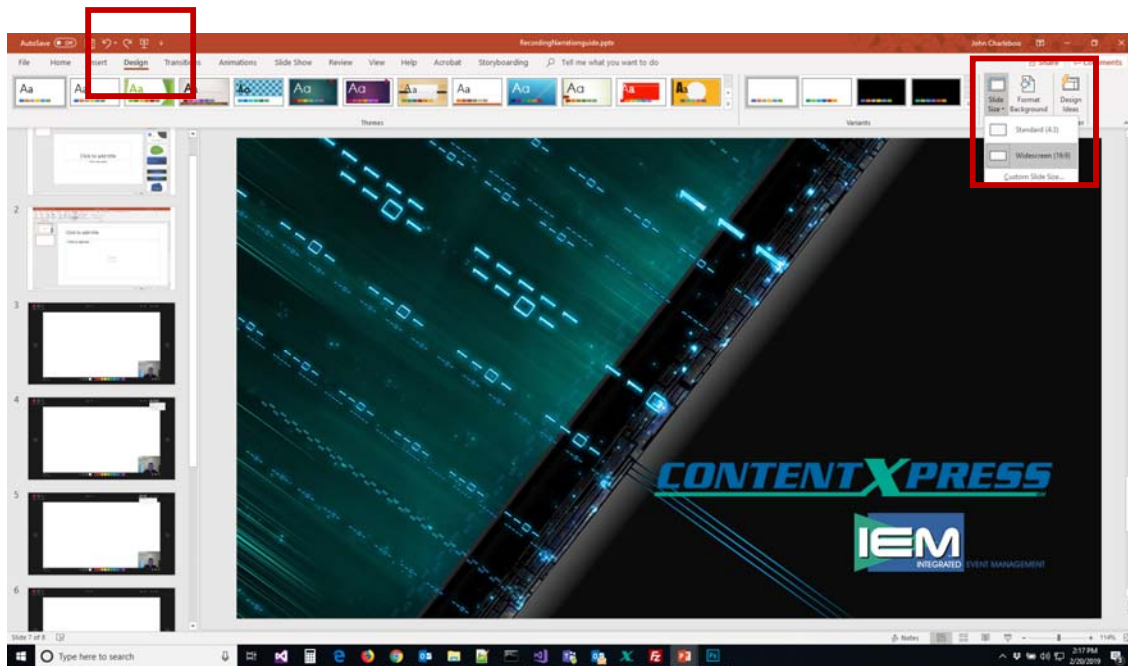
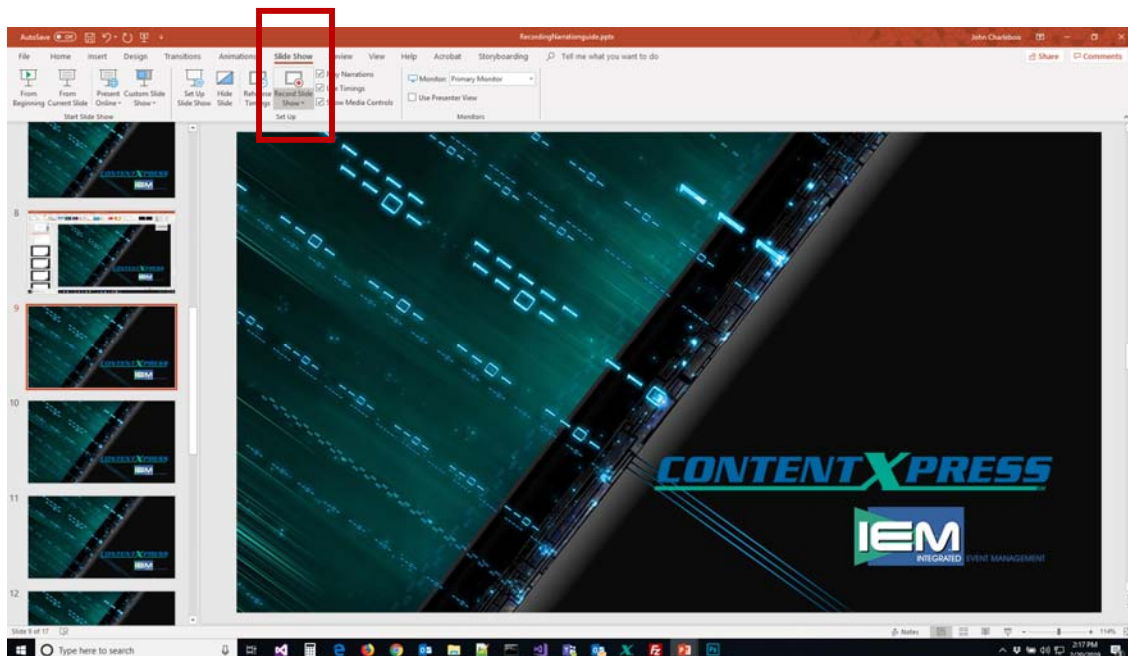


- 1) Ensure that your computer has a built in microphone or if not use a headset. If desired ensure that your computer has a camera.
- 2) Save your presentation with a new name (so if you need to start over your presentation slides are still intact as the original file)
- 3) For the best viewability, you must use 16:9 wide screen format for your presentation – found under the Design ribbon then the Slide Size item in the Customize Section.



- 4) To begin Recording your Narration click the “Record Slide Show” item found under the Slide Show Ribbon



The Recording Window will then appear there are several useful items on this screen you will need to consider

These 3 buttons control the recording process, the start button, stop button and replay button (this button provides you the ability to check what you recorded). The Record button will turn to Pause when the recording has started

The Notes Button will show your notes in a small window that will not be recorded

The Clear Button will Allow you to either clear any recorded narration from the current slide or from the beginning t of the presentation giving you the ability to re-record the whole presentation or just a section



The Settings Button will Allow you to Choose your camera & microphone if you have more than 1

This is an advance button. You can also use arrow keys or space bar on your keyboard

If you choose to use a camera to record yourself giving the presentation the camera image will appear here – it will cover anything on the slide in this area

This button will turn the camera preview on or off, but, the image will still be in this position in the recording

These Buttons will allow you to draw lines on the screen or highlight Items as you record your presentation

This Displays what slide you are on, Time elapsed for the current slide & the whole presentation

This button will turn the microphone on or off

This button will turn the camera on or off for the preview & recording

- 5) Click the Record button to begin your recording
 - a) There will be a short count down then start speaking
 - b) Its best to pause your speech while the slide advances or there will be an audio glitch.
- 6) Once you have completed the narration, click the Stop button.
- 7) Use the Review button to check that everything sounds and looks as you want it.
- 8) Save the presentation.
 - a) This will save your timings and automatically advance the slides just as you recorded them.
 - b) The audio from the microphone is embedded on each slide.
 - c) The video if you chose to use it will also be embedded on each slide as well.

